



## School Trips/Tours Policy

It is the policy of Woodstock ETNS to inform all Parent/Guardians in advance of any trips/tours organised for the pupils.

Once offered a place in the school, as part of registration, Parent/Guardians sign a **consent form** to allow their child to go on trips organised for their child: **This form gives permission for the duration of the child's attendance in the school.**

- Children are under the supervision of their teacher and other teachers and any SNAs accompanying them at all times.
- Trips/tours, by their nature, may finish at a time that is later than the school day. Parent/Guardians will be notified of the approximate time of arrival back at the school from the trip. Children will be under the supervision of the teachers until they are collected by their Parent/Guardians.
- When school trips are being arranged by the school, we take every precaution to ensure that the buses used have child safety belts on every seat and that the outing involved is covered by adequate insurance and that the activities are safe.
- Every pupil must be collected by their Parent/Guardian at the end of each trip.
- If there are arrangements in place between Parent/Guardians picking up each other's children, this must be communicated in advance to the class teacher.

Ratified by the Board of Management on: \_\_\_\_\_

Signed: \_\_\_\_\_ Chairperson, Board of Management